

## **PA to Sales Director, Edinburgh (competitive salary doe)**

### **The role**

We have an excellent opportunity at our HQ office in McDonald Road, Edinburgh, for a highly qualified and proactive Personal Assistant to our Sales Director.

The key challenge for this role is to help free up the Sales Director's time by separating the urgent and important tasks to be dealt with each day, with a view to closing them down or delegating them as appropriate. This will require a real interest in learning about our business and working closely within our Sales function across Scotland.

Another, major part of your role will be to help the Sales Director and his team compile and coordinate commercial tenders for multiple devices and print management services, sometimes with complex pricing schedules. You will add value to the process through your command of English, attention to detail and ability to keep everyone on course and within deadline. An eye for the design and layout of the document is also required.

### **Technical Skills**

This role is only suitable for an applicant who already has highly advanced skills in Excel, Word and PowerPoint. Experience of working with SharePoint will be a real help.

### **Flexibility**

While the job predominantly fits into the hours of 8.30 am to 5.00pm, Monday to Friday, we need you to be someone who sees flexibility as part and parcel of the PA role, especially when working on a tender deadline or preparing a presentation or sales conference. You will ideally live in Edinburgh so that travel times to and from the office do not become an issue for your work/life balance. As a business to business company, this is not a role that suits working from home or deviation from the normal 5-day business week that our clients work.

### **Personal Qualities**

Attitude is as important as the skills that you bring to this role. To be successful, we will expect you to demonstrate personal values that match our company culture of integrity, responsibility, care and openness. Experience of working in a sales environment is helpful, but not essential. More importantly, you will be a positive, diplomatic person with a naturally willing and helpful personality and an attitude of no task being too great or small in the name of customer service.

### **Personal qualities/ competencies**

- Proactive and organised – you will have to prioritise and juggle lots of tasks at the same time and use your initiative to progress things in a fast-paced environment
- A self-learner, with advanced proficiency in Microsoft Office and IT systems, quick and open to learn and share new processes
- Highly numerate and a stickler for detail – especially when entering data
- Comfortable compiling and coordinating complex tender responses and pricing schedules
- Excellent command of English grammar and spelling
- The ability to add value through wording, formatting and layout of sales proposals or tenders with the clients' objectives always in mind
- A good communicator – you will be speaking to a wide range of people up, across and down
- A team player with a "can do" attitude
- Someone who looks to solve problems

- A person who demonstrates integrity and honesty – this is a position of trust and absolute confidentiality is a given
- Naturally helpful and calm with a strong sense of humour

#### **Key Duties**

- Diary and email inbox management for the Sales Director
- Planning and prioritising urgent daily tasks and Key Account Reviews
- Constructing client proposals, sales presentations and tender responses
- Compiling confidential reports, statistics and sales analysis
- Quality checking proposals and external correspondence for accuracy
- Management of electronic and paper filing protocols through the sales secretarial team
- Arranging travel and accommodation
- Scheduling meetings, setting agendas and noting actions
- Client database entries kept up to date and accurate
- Liaising with the other departments on behalf of the Area Sales Director/ sales team
- Communicating ongoing evaluation and changes in procedures with your sales team

#### **Benefits/ conditions**

- Competitive salary dependent on skills and experience
- Auto enrolment into the company pension scheme after 3 months
- Minimum of 5% personal pension contribution will be matched by a maximum 4% company contribution
- Generous holidays of 33 days per annum, including Public Holidays, rising to 36 days after 2 years' service, and 38 days after 5 years' service
- Your main hours of work will be Monday to Friday 8.30 to 5pm, but some flexibility may be required to meet specific client deadlines, cover and workload
- We will arrange a Basic Disclosure certificate for you to meet client compliance
- We are an ISO 9001 (Quality) ISO 14001(Environment), ISO 27001 (Data Security) and Cyber Essentials (Data Security) accredited company

#### **About Capital Document Solutions**

Established in 1979, we are Scotland's largest independent supplier of office equipment and document solutions, with over 200 employees working out of our branches in Edinburgh, Glasgow, Aberdeen, and Inverness.

We are a leader in our field and one of 8 approved Scottish Procurement suppliers, with a range of document solutions that produce, manage and distribute documents cost effectively for both the private and public sectors. Our highly experienced sales, support and service teams have successfully built Capital's reputation on excellent customer service and attention to detail, delivering print and document solutions that are tailored to the specific business needs of our clients. Our structured approach to document production, which assesses, optimises and manages device numbers as well as output, enables us to put forward the right solutions which offer greater efficiency, cost control and security, and, at the same time, help our clients to reduce their impact on the environment.

**If you think you have the potential to excel in this role, please send your CV and a covering letter to Judith Adamson – [jadamson@capital-solutions.co.uk](mailto:jadamson@capital-solutions.co.uk)**